

## **APPROVED MINUTES**

### **Advisory Board of Health**

**Tuesday, September 22, 2015**

**6:00 PM**

**Public Health Building  
1900 West Old Shakopee Road**

#### **Present**

##### Members:

David Drummond, Joshua Korthouse, Joe Lawless, Cindy McKenzie, Sharon Mills

##### Staff Advisor:

Bonnie Paulsen, Public Health Administrator

##### Staff:

Nick Kelley, Asst. Public Health Administrator

Mat Kvidera, Information Systems Analyst

Lynn Moore, Environmental Health Manager

Joel Nelson, Emergency Preparedness Specialist

Eileen O'Connell, Health Promotion and Planning Manager

Shannon Rohr, Environmental Health Program Coordinator

Molly Snuggerud, Family Health Manager

Nancy Tadros, Minutes Secretary

##### Guests:

None

##### Public:

None

#### **Absent**

Corinne Ellingham

#### **Call to Order**

Drummond, Chair, called the meeting to order at 6:06 p.m.

#### **Introductions**

Kelley was introduced as Bloomington Public Health's new Assistant Administrator.

#### **iPad Refresher**

Kvidera was available to answer Members' iPad questions, as well as offer tips and advice. For issues or questions after the meeting, call Kvidera (contact information is on the cards handed out with iPads) or email Tadros. Finally, Kvidera advised the Board to click "cancel" when a system update notification pops up on their device; this will be done at a later time.

#### **Approval of Minutes**

M/Mills, S/Lawless, and all voting aye to approve the meeting minutes of March 17, 2015.

M/McKenzie, S/Mills, and all voting aye to approve the meeting minutes of June 23, 2015.

#### **Approval of Agenda**

M/McKenzie, S/Lawless, and all voting aye to approve the September 22, 2015 meeting agenda, with the removal of Item 8.2 (Tri-City Partners Report by McKenzie).

### **STAFF REPORTS**

#### **Environmental Health Report / Public Health Nuisance Case Study**

Moore presented data on foodborne illness complaints in Bloomington and Richfield, noting trends over certain seasons and months of the year. Complaints to Environmental Health are made mostly by the Minnesota Dept. of Health (MDH), with some being made directly by the complainant or establishment. Norovirus makes up the most (approximately two-thirds) of all confirmed cases of outbreaks.

Moore also gave an update on licensed food, pools and lodging establishments in Bloomington and Richfield. Bloomington has nearly 8,500 lodging rooms – more than Minneapolis and St. Paul combined. With such a large hospitality industry, inspection policies and standards are set higher in Bloomington.

Finally, Moore updated the Board on development projects planned for or currently taking place in Bloomington. These include projects in the South Loop (including renovation of the Mall of America Transit Station), the Penn American and the Normandale Lakes Districts.

Rohr discussed the collaboration between the Public Health and Environmental Health Divisions in regards to investigating public health nuisances. Two case studies were provided as examples of how these home matters are resolved.

**Emergency  
Preparedness June  
Exercise Update**

Nelson provided a summary of Operation Groundhog Day, the multi-jurisdictional full-scale emergency preparedness exercise that took place in June, 2015. The jurisdictions included Bloomington Public Health, Wright County Public Health, St. Paul/Ramsey Public Health, and St. Croix and Pierce Counties in Wisconsin. Part of the exercise tested Bloomington's ability to distribute medical countermeasures to mission-critical staff in response to a possible emergency. While several strengths were discovered, regional coordination was found to be an area of improvement. Therefore, subsequent exercises will be planned to address and improve upon this.

**Program Outcomes:  
SHIP**

O'Connell discussed the Statewide Health Improvement Program (SHIP) Grant, as SHIP 3 ends on October 31, 2015 and SHIP 4, recently awarded to Bloomington, begins on November 1, 2015. The four areas in which work will take place include: School, Workplace, Health Care and Community Settings. In addition, Physical Activity, Healthy Eating and Tobacco-free Living are strategies that SHIP staff will be addressing. Finally, since funding for this round of SHIP is less than in prior years, there may be some SHIP staff layoffs if other grants cannot fill the deficit.

**Program Outcomes:  
Senior Health**

Snuggerud presented on Public Health's Senior/Vulnerable Adult Health Services. The full-time vacancy has now been filled with a nurse who will provide these services, which include home visits and phone calls to ensure the health and safety of this population. Referrals come from family, neighbors, and various local agencies, and those needing services are connected with applicable resources and nurse follow-ups. Additionally, projects are being developed to reach out to this population. Finally, Public Health's 2014 Annual Report (pp. 24 – 28) notes some statistics on the services discussed.

Snuggerud ended with information regarding a "File of Life," a document containing health information and put in brightly-colored envelopes on the fridge (or in the freezer) for first responders to easily access. This is one of the tools Public Health makes available to the community.

**Strategic Planning  
Update**

Kelley covered the Strategic Plan, noting the Plan approved by the Board last year has been edited. The biggest edit pertains to increasing the time frame for completing select goals on the Action Plans, as follows:

- 1.3 Standardize processes for administrative procedures (hiring, contract management, etc.)
- 1.6 Increase collaboration within the Division
- 1.8 Enhance both internal and external customer satisfaction
- 2.4 Develop and implement workforce recruitment and retention plan
- 2.5 Ensure all staff are culturally competent
- 3.1 Centralize and standardize all data management activities across the agency to ensure consistent use of data management systems
- 3.2 Develop and implement an agency-wide Quality Improvement plan
- 4.1 Enhance partnerships in the community including populations served and populations we desire to serve in the future
- 4.2 Conduct regular community needs assessments
- 5.2 Maintain City support

In addition, Kelley will provide an update on Performance Management to the Board in the future so that the Board can inform the City Council of how Public Health is doing within the city.

**Public Health  
Administrator  
Update**

Paulsen updated the Board on the 2016 Budget, noting that it could be a difficult year for the City as there are many expenses expected. Public Health has submitted its budget and is waiting to receive feedback to increase or decrease figures, if necessary.

Since City Council passed a one-year moratorium in January, 2015, both a work group and Council have been working on the Medical Marijuana Ordinance in preparation of revisiting the issue (likely in fall of 2015).

Public Health still anticipates submitting for Accreditation in November.

Finally, the Public Health 2014 Annual Report and 2015 Business Plan have been distributed. If there are any questions on these, Members can contact Paulsen.

**ADVISORY BOARD OF HEALTH REPORTS AND PLANNING**

**Chair's Report**

None.

**Tri-City Partners  
Report**

*(Removed from Sept. Agenda and will be presented in Oct.)*

**Community Center  
Task Force  
Appointment**

Paulsen passed along the City Council's request that the Board appoint a representative and an alternate representative to serve on the Community Center Task Force. Korthouse expressed an interest in being a representative and will submit an application. Any other Members interested in being an alternate representative should submit their application by Oct. 8, 2015.

**Pearl of the Month**

Any Member interested in presenting October's Pearl of the Month should email Tadros in the next couple weeks.

**ABH Vacancy**

Paulsen mentioned that one application has been submitted for the current Provider Member vacancy on the Board. The appointment will be decided at the City Council meeting on September 28, 2015.

**OTHER BUSINESS/ANNOUNCEMENTS**

**Next Meeting**

October 20, 2015, 6:00 – 8:00 p.m.  
Public Health Building, 1900 West Old Shakopee Road, Bloomington, MN 55431

**Adjournment**

M/Mills, S/McKenzie, and all voting aye to adjourn. The meeting was adjourned at 8:11 p.m.